

RECORDS SERIES PROFILE
RECORDS RETENTION SCHEDULE
APPLICATION #900131-09

SCHEDULE #: 90-126

EFFECTIVE DATE: 10/15/90

Agency Code: 460
Agency: State Merit System of Personnel Administration
Creating Office: Eligibility Unit, State Health Benefit Plan
Series
Title/Dates: "Quarterly Premiums for Retirees or Surviving Spouse/Dependent(s)," 1981 and continuing
Access: Open
Class: Individual
Related To: Application from employee or surviving spouse/dependent(s), requesting to pay for health benefits coverage directly.
Arrangement: File is divided into three sections (teachers, public school workers, state employees), thereunder alphabetical by name of member
Retention Requirement: Administrative: two (2) years
Media: Paper
Disposition Instructions: Cut off at end of calendar year, Hold in current files area two (2) years, Transfer to State Records Center, Hold for two (2) years, then Destroy.

This records retention plan gives the State Records Committee approved retention instructions for the named records series by the named creating office.

Edward Weldon
Edward Weldon
Secretary of State Designee

10-19-90
Date